



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
SCIENCE AND TECHNOLOGY ADVISOR**

SCIENCE AND TECHNOLOGY ADVISOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Science and Technology Advisor and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Identify kind, type, and quantity of resources necessary to achieve objectives: <ul style="list-style-type: none"> Determine requirements for additional subject matter expertise, event-specific data, or other special scientific advisory capabilities 	E, F, I		
2. Order necessary resources to achieve objectives: <ul style="list-style-type: none"> Request additional supplies, services, and equipment within the established ordering processes 	E, F, I		

1b. Behavior: Successfully assume the role of Science and Technology Advisor and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Initiate and maintain activity log: <ul style="list-style-type: none"> Complete activity log and use to support a common operating picture Transfer information to additional documents, positions, and displays 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Attend leading agency official meetings, Command and General Staff meetings, and other staff meetings and briefings as the supervisor outlines and share pertinent information that may affect the team's management of the incident: <ul style="list-style-type: none"> ● Receive priorities, goals, and objectives ● Present recommendations and other scientific information to enhance overall subject matter understanding and awareness of incident 	E, F, I		
5. Communicate complex scientific information in an easy to-comprehend manner.	E, F, I		
6. Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
7. Prepare for and participate in briefings with other sections, branches, divisions/groups, units, and incident staff: <ul style="list-style-type: none"> ● Share and evaluate information ● Identify safety hazards and mitigation strategies with the Safety Officer ● Maintain quality updates for Public Information Officer (PIO) 	E, F, I		

2b. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Ensure the proper information management of scientific data acquired during incident operations and field-testing.	E, F, I		

2c. Behavior: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Update supervisor on current accomplishments or problems and complete incident forms as necessary.	E, F, I		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Ensure that the work completed is consistent with direction, policy, and incident objectives: <ul style="list-style-type: none"> • Supervisor's direction • Incident Action Plan (IAP) goals and objectives • Other planning goals and objectives 	E, F, I		
11. Make appropriate decisions based on analyzed and validated information: <ul style="list-style-type: none"> • Make adjustments in response to new information, changing conditions, or unexpected obstacles 	E, F, I		
12. Provide science and technology-related recommendations during the preparation of IAP or other relevant plans: <ul style="list-style-type: none"> • Help set priorities for next operational period • Advise on current capabilities and limitations • Consolidate recommendations from subject matter experts into actionable recommendations for incident personnel • Inform decision-making for all science and technology-related activities 	E, F, I		
13. Respond to requests for information and resolve problems: <ul style="list-style-type: none"> • Fulfill requests for information concerning subject matter expertise in a timely manner • Follow up on all requests and problems to ensure their completion within the work period following their initiation 	E, F, I		

4. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
14. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> ● Receive and transmit current and accurate information ● Inform appropriate team members of significant changes in operations ● Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current ● Provide supervisor with operational status for incident status summary and situation reports ● Proactively determine need for scientific input and advise senior staff to enhance situational awareness 	E, F, I		
15. Efficiently integrate multiple sources of scientific data and information.	E, F, I		
16. Ensure effective use and coordination of all assigned resources: <ul style="list-style-type: none"> ● Conduct briefing and debriefing with supervisor between operational periods 	E, F, I		
17. Give supervisor a list of excess resources: <ul style="list-style-type: none"> ● List may include: <ul style="list-style-type: none"> ○ Kind and type ○ Quantity ○ Time/date of available release 	E, F, I		

4b. Behavior: Ensure the health, safety, welfare, and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Comply with relevant health and safety requirements: <ul style="list-style-type: none"> ● Direct operations based on health and safety considerations and guidelines ● Ensure that assigned personnel follow safety guidelines appropriately ● Spot-check operations to ensure compliance with safety considerations 	E, F, I		
19. Evaluate mental and physical fatigue of assigned personnel and make resources available to support: <ul style="list-style-type: none"> ● Appropriate work/rest ratio ● Crisis counseling 	E, F, I		